



CALIFORNIA

Technician/AGR Administrative Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

MILITARY DEPARTMENT

**P. O. BOX 269101
Sacramento, CA 95826-9101**

NUMBER

01-43

7 December 2001

Expires 31 December 2002

ARMY AGR LEAVE POLICY

1. References.

- a. AR 600-8-10 Leaves and Passes, 1 Jul 94.
- b. NGR (AR) 600-5, Paragraph 3-6, The Active Guard/ Reserve (AGR) Program, Title 32, I Full Time National Guard Duty (FTMGD), 20 Feb 90.
- c. CA ARNG AGR SOP, Chapter 11, 12 Jan 01.

2. Commanders and full time supervisors (OICs/NCOICs) at command and directorate level are authorized to approve request for leave and to regulate AGR work schedules for maximum use of earned leave. Approval must be consistent with operational and training requirements and the desires of the AGR member. All AGR personnel shall be provided the time to take leave. Normally an AGR member will not be forced to take leave. Leave will be granted only upon the request of the AGR member concerned. The AGR member's immediate full-time supervisor recommends approval/disapproval of leave. Final approval/disapproval will be granted by:

- a. Senior full time officer (OIC/NCOIC) at battalion, brigade, or SRCOM level for all military unit personnel, as applicable.
- b. Commander, Detachment 5 STARC, Recruiting and Retention Manager (RRM) for recruiting and retention personnel.
- c. Facility commanders for all Aviation Facilities.
- d. Activity supervisors for Support Maintenance and USPFO activities.
- e. Senior full time officer/facility manager (OIC) AT Camp Roberts.

- f. Separate Directorate supervisors for all AGR personnel at the State Headquarters.
3. Commanders and full time supervisors will establish an ordinary leave program for AGR personnel and will provide maximum opportunity for all personnel to take accrued leave, within the constraints of operational military requirements. Commanders and full time supervisors will encourage all AGR personnel to use their entire 30 days accrued leave each year. Full time supervisors or their designated representatives will provide program oversight and review using the Commander's Pay Management Report.
4. Each organization responsible for approving leave will maintain a Leave Control Log (DA Form 4179-R) (copy attached) on all approved DA Form 31s. Each DA Form 31 approved for leave will be assigned an organization internal control number starting with the number "1" at the beginning of each calendar year. The internal control number is to be placed at the upper left hand corner of the DA Form 31. The internal control number will be placed on the organization's DA Form 4179-R. The leave control logs will be maintained by the organization for 12 months and then destroyed. A copy of this log will also be sent to CAJS-HR-AGR, Box 37 every month on a DA Form 200.
5. The original DA Form 31s will be sent to USPFO- CAJS-US-MP, AGR Pay Manager, BOX # 125 or USPFO, CAJS-US-MP, AGR Pay Manager, P.O. Box 8104, San Luis Obispo, CA 93403, not later than the 5th and 20th of each month.
6. Point of contact for additional information is SSG Hill at CAGNET x63628, DSN 466-3628, or coml. (916) 854-3628.

FOR THE ADJUTANT GENERAL:

Encl

JEFFREY D. STUARD
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Director for Human Resources